

**Training and Education Subgroup
Vote Indiana Planning Team
March 7, 2003**

Subgroup members present: Christa Adkins, Karen Kay Leonard (Proxy for Tami Barreto), Suellen Jackson-Boner, Amos Brown, Mike Kiefer, Brad King, Nick Rhoad, Patricia Wilson, Todd Rokita. Facilitator: Holly Davis

Others present: Joe Ryan (Vote Indiana Team Member), Matt Klein (Kroger Gardis & Regas), Julia Vaughn (Count Us In).

The subgroup members introduced themselves for the benefit of those who had not met each other yet.

Members discussed their goals for and the mechanisms by which training and education could be accomplished.

Goals included:

1. To recruit competent poll workers.
2. To effectively train poll workers so that they are aware of voter's rights, sensitive to voters needs, and proficient in their jobs.
3. Training programs for provisional ballots
4. Training on the requirements for a voter registration identification number.
5. Training for election administrators, such that each understands election procedures used in their county and polling place, and that each understands needs of voters with disabilities, voters who do not speak English, media, political party officials, and campaign workers.
6. On-going training for full voter registration agencies, such that employees understand the importance of voter registration as part of serving customers, and carry out their duties properly.
7. Increase Voter Registration and voting participation.
8. Decrease anxiety about the voting process.
9. Provide voter rights information at the polls.
10. Train public, including military, disabled, and oversees voters, about absentee voting process.

Mechanisms for accomplishing goals:

1. Remove partisan requirements for poll workers.
2. Compensate poll workers for training sessions and annually review pay levels for poll workers.
3. Survey poll workers on training needs and suggestions for improvement.
4. Recruit "professional trainers" with insight into generic training process.
5. Encourage employers to recognize poll work as an excused absence like jury duty
6. Require standardized and consistent training for the entire state on election laws and regulations (provided by the state with assistance from local experts)
7. Require county election office to set up the voting system in the office for demonstration/practice at all times the office is open.
8. Publish sample ballots before the election.

9. Publish a voter guide with protocols for candidate submissions and submit it to the newspaper, post on web site.
10. Mail voter guide with absentee ballot.
11. Provide information about provisional ballots, the voter's rights if refused a ballot, contact information for appeals, how to use the equipment, what to do if you moved during the last 30 days.
12. Distribute information about working the polls to the general public, explaining who can be a poll worker, the different jobs, how to apply, training requirements, and time commitment necessary.
13. Use and publicize web sites for 24/7 accessibility, low cost.
14. Use videos, video conferencing to reach as many poll workers, voter registration agencies, county election officials as possible for accessible, consistent message.
15. Use public service announcements to reach voters by television, radio to educate before Election day.
16. Use voter education mailing to provide basic information about election process (has additional benefit regarding voter list maintenance).
17. Survey voters exiting the polls on their voting experience and suggestions for improvement.
18. Ask for "Best Practices" training submissions from county election/VR offices regarding training and voter education. Honor and publicize good ideas.
19. Regular meetings among full service voter registration agency employees.

HAVA affirmatively requires voter education programs on over voting in precincts that use optical scan counted at courthouse or that use traditional paper ballots (punch cards as well, but they are being phased out). Under HAVA Voter's Bill of Rights the state is required to provide information to military and overseas voters about registration procedures and absentee voting. The HAVA Voter's Bill of Rights requires information about provisional voting to be posted at the polling place.

Members agreed to prioritize their goals, from the above list, for training and education and to come prepared to talk about them at the next meeting, March 21. Brad King was assigned the additional task of a survey to the counties about their training and education capabilities.

Public Comment

Julia Vaughn of Count Us In said that poll workers need to be held accountable, and periodic testing is one option. If some poll workers refuse to be a part of the process because of testing, perhaps they should be flushed out of the system in order to make room for poll workers who are willing to be trained. She noted that poll workers are paid with public funds, therefore proper training should be tied to pay.